

# **REQUEST FOR APPLICATIONS**

## **Estuarine Ecology Intern**

Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

Contact: Erin Gallagher- [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an intern for Estuarine Ecology at the Grand Bay National Estuarine Research Reserve (“GBNERR”) in Moss Point, Mississippi.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

## **Scope of Work/Job Duties**

The scope of work/job duties for this position will include:

- In the lab and field, water quality and weather monitoring including collection of grab samples, processing of water quality samples for nutrients, maintenance and operation of equipment, general lab organization/cleanliness (washing glassware, etc.);
- In the lab assist with fish sample processing, data entry and data analysis
- In the field with Sentinel Site, data collection including Surface Elevation Tables and Erosion Monitoring;
- At the computer, work on simple GIS-related tasks for the Stewardship sector;
- With visitors, training activities (workshops) and other outreach activities (Adventure Quenchers) one Saturday a month;
- In the field with visiting researchers as necessary; and,
- Other duties as assigned.

Considerable outside work is involved with this position, often under extreme weather conditions, including extremes of heat, wind and rain. The position requires a fairly fit individual that can endure the rigors of physically challenging tasks often performed in harsh weather conditions. Start and end dates are flexible.

## **Minimum Qualifications**

The minimum qualifications which the MDMR is seeking for this position include:

- Must possess or be pursuing a Bachelor’s Degree from an accredited four-year college or university in biology, marine science, botany, geography, ecology, environmental science, chemistry, forestry, wildlife biology, or a related field. The candidate must have a minimum of thirty-two (32) hours college credit. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). MDMR will verify the driver’s license.

## **Knowledge, Skills, and Abilities**

The ideal candidate will have previous coursework in botany, ecology, and wetlands. A successful candidate will have working knowledge of coastal Mississippi flora and fauna and basic scientific principles. The applicant should have excellent speaking and networking skills and should have a keen interest in coastal ecology, history, and culture. This position will require interaction with diverse audiences. The applicant should be comfortable presenting to small and large groups ranging in age from young children to older adults of all experience levels. The ideal candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others. Familiarity with boats and UTVs is desired. Previous experience with GPS equipment is desired but not required.

## **Compensation and Hours Worked**

This internship position pays \$10.00 per hour, and is for 40 hours per week. The position is for 10 to 12 weeks, depending upon the intern's school schedule.

## **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.
- Attach a copy of your college transcript (an unofficial copy is acceptable).

You may submit your application packet (all of the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Erin Gallagher, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Erin Gallagher at the above address.

The **deadline** for receiving applications is **February 23, 2017 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

### **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to:

**Erin Gallagher, Procurement Director** [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

### **Equal Opportunity Statement**

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.